



Now Accepting Applications for  
**Accounting Manager (full-time)**

Annual Salary Range

**\$ 110,268 – \$ 134,028**

**\*Salary review under consideration**

plus full benefits, including CalPERS Pension and a 4-day work week



**Filing Deadline: October 25, 2021 at 5:00 p.m. or first 100 applications (whichever occurs first)**

**Applications MUST be submitted online at [www.GovernmentJobs.com](http://www.GovernmentJobs.com)**

The City of San Pablo, is highly regarded in the region for its fiscal strength, organizational excellence, tremendous stability and forward thinking. The City features the State's only local government with a four-year operating budget, an Indian-gaming casino, and 25 consecutive years of receiving the GFOA CAFR Award for Excellence in Financial Reporting. The City is seeking an extraordinary candidate with superior technical skills in the application of general and governmental fund accounting, financial statement preparation and methods of financial reporting. If you have the drive and motivation, come help us achieve another 25 years of excellence!

**About the position:** In addition to the great salary and benefits--including a four-day work week and a new city hall--the incumbent supervises the Finance Division in the Finance Department. The position reports to the Finance Director, and plans and oversees daily activities of an Accountant, two Accounting Technicians and one clerk in such areas as general accounting, auditing, AP, AR and payroll. The incumbent will also be responsible for interpreting and applying city, state and federal laws regulating City financial accounting, reporting and recordkeeping, and performing complicated financial analysis and forecasting. Experience with Springbrook Financial Software and OpenGov Reporting and Budgeting software would be desired. For additional information about the position, see the [Job Description page](#) of the City's website.

**Experience and Training:** An ideal candidate must have demonstrated expertise in overseeing, organizing, analyzing, and coordinating work in an Accounting Division. The Accounting Manager is a key in making sure the Accounting Division is running smoothly and optimally. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: five (5) years of increasingly responsible experience in accounting in a governmental or public agency setting, including two years of supervisory responsibility, and Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or a related field. *Public sector governmental fund accounting experience is highly desirable.*

**Required license and certificate:** Possession of, or ability to obtain, a valid California driver's license.

**Benefits:** The City provides an excellent benefits package including medical, dental, paid vacation and holidays, life & disability insurance as well as CalPERS retirement pension. Please see the [Benefits page](#) of the City's website for details.

**How to apply:** Applications will only be accepted online at <http://www.governmentjobs.com/careers/sanpabloca>. For general questions, call the Human Resources Division at (510) 215-3000. Applications must be submitted to GovernmentJobs.com by the date and time listed. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

**Recruitment timeline:** Although dates may change we suggest planning your calendar accordingly, as these are currently the only interview dates. First Interviews the week of: **November 1, 2021**. Estimated Start: **beginning-to-middle of December 2021**.

**Background investigation and Pre-employment medical examination:** Successful candidates will undergo a complete background investigation, fingerprinting, and pre-employment medical examination, which may include a TB test. Americans with Disabilities Act (ADA): Please contact the Human Resources Department on, or before, the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). Immigration Reform & Control Act: In accordance with the Immigration Reform and Control Act

of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. Drug-Free Workplace Policy: In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

**The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.**

## **SUPPLEMENTAL QUESTIONS**

**Please respond in detail to the questions below, as they will be used as a screening criteria. They are due at the submission of the application.**

1. Describe your professional accounting experience leading a team which demonstrates your ability to apply the principles and practices of general fund and governmental accounting.
2. Describe your experience which best demonstrates your competency in reviewing, developing, and implementing internal control procedures across an organization. and making recommendations on complex financial data.